



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
P. O. Box 9020, Olympia, WA 98507-9020

**COSMETOLOGY, BARBERING, ESTHETICS AND MANICURING
ADVISORY BOARD MINUTES**

Date of Meeting: November 14, 2005

Location: Red Lion Hotel
Seattle Room
18220 International Boulevard South
SeaTac, Washington 98188
(206) 246-5535

Board Members Present: Donald Sharrett, Chair, Joan Waldron, Vice Chair,
Marlena Glymph, Sylvia Garcia, and Berry Crosby Sr.

Board Members Absent: Lee Anne Fournier, David Kile, and Elaine Montalvo

Department of Licensing Staff Present: Trudie Touchette, Administrator
Susan Colard, Assistant Administrator
Rosie McGrew, Licensing Manager
Kendra Heath, Secretary Administrative

Call to order

Donald Sharrett, Chair, called the meeting to order at 9:00 a.m. Donald outlined the expectations of board members and meeting conduct. Mr. Sharrett defined the conduct as follows:

- We will be using Robert's Rules of Order Second Edition.
- All motions shall be written and given to the chair. The chair will give the motion and the out come to the secretary for recording.
- Depending on the size of the assembly, the chair will decide and inform the assembly the length of the time that can be allotted for public input. Two or five minutes.
- During a report it will be out of order to interrupt an agency member, board member, or the public giving recommendation.
- During public input the meeting will return to the formal Robert's Rules of Order.
- During public input all recommendations should be directed to the chair.
- After public input a clear, dated, and written form of the recommendation should be submitted to the secretary by the public speaker.

I. Introduction

Introductions were made of all attending board members, staff and public.

II. Old Business

Approval of minutes

- Minutes were approved (see motions)

New Business

III. Examination Update

- The written exam will be available in English, Spanish, and Vietnamese. The Department of Licensing is looking into translation dictionaries that would include German, Russian, and Thai.
- Susan discussed the implementation of the national written exam; she gave an update on the Departments visits to schools around the State to discuss the written exam.
- Rosie contacted all of the schools and did a survey on which schools taught anatomy and physiology. The outcome was that every school taught both except 2.
 - Sylvia asked what books the NIC written exam is derived from. They are: MiLady, Pivot Point, and Thomson Delmar Learning. Sylvia also questioned whether or not out of state applicants would be required to take both the written and practical examinations in order to receive reciprocity. Trudie confirmed that applicants would be required to meet the licensure requirements.
 - Berry asked what the turn around time to process applications would be once the National Exam is given. Rosie stated that there would be approximately a one-week turn around.
 - Sylvia asked if candidates who have met all the requirements for licensure could work with a receipt? Trudie stated that there wouldn't be a receipt as there will no longer be an application fee. Applicants will have to wait until they receive their license in the mail.

Inspectors go to Las Vegas

- Trudie gave an update on the inspector's trip to Las Vegas. The licensing agency from Las Vegas had requested that a couple of inspectors come down and educate them on our process and offered to pay all expenses. Las Vegas was very happy with the information that was shared and we benefited from it as well.

Visit to Gene Juarez Academy

- Trudie, and Susan went to Gene Juarez in October, Trudie said it was a great learning experience and said she would like to be invited to other schools.
 - Joan asked if board members could on “field trips” to see the schools. Trudie suggested that the board contact a school to make arrangements.

New Positions

- Susan gave an update on the new positions within the Professional Licensing Support Services Unit. Randy Wilson will be taking over Sharon Kinders position and will be out on the road inspecting in a couple of weeks. Ann Diaz will be taking over Billie Snyders position.
 - The inspectors are currently in Pierce County and when they are finished, will move to King County.
 - Berry asked how many inspectors does the department have on staff and will Jackie be the only one doing audits? Susan stated that there are 5 inspectors and one auditor. Jackie will be the lead auditor with 2 back-ups.

eLITE

- Susan gave a brief overview on the eLITE Inspection program demo. This program was developed for Oregon Health Department for their inspection program.

NIC School Overview

- Trudie stated that there were a total of 34 schools and attendees present.
 - Sylvia gave kudos to DL Roope Administration on the way they handled a problem at the Spokane testing site.

Future Board Meetings Schedule

- The future board meetings will be held at the Red Lion SeaTac on:
 - 02/13/06
 - 05/08/06
 - 08/14/06
 - 11/13/06

Correspondence

The following correspondence was read:

- A letter from Jan Howell regarding Distant Learning at Walla Walla community college was read to the board.

Public input

Denise Klug, Clover Park Vocational School:

- Denise wanted to commend Lesle Nyitray on an excellent job. She stated that Lesle came to her school to do an audit and was very pleased with her professionalism. She recommends that the apprentice salons be audited as well.
- Denise is supportive of the distant learning idea for theory and make up work.
- Denise also recommends that we expedite the licensing process. She asked if there was a way for them to get their license at the counter.

Linda Newman, Cascade Beauty College

- Linda asked if the lack of revenue from the NIC exam would impact the Department. She also wanted to know if it was possible that someone could miss 8 questions while another person could miss 10 and both of them fail.
 - Trudie stated that the loss of revenue will not effect our budget.
 - Susan indicated that they could both fail because it is 76% of the total points available.
- Linda commented that she is glad to see that the “Roberts Rules” are being implemented for the board meetings.
- Linda asked why a person at the counter couldn’t write a receipt for the applicant if they have passed both exams and don’t mark “yes” on the criminal history section.
 - Trudie says she will look into that and get back to her.

Jan Howell, Walla Walla Community College

- Jan asked if a student has to be completely finished with school prior to taking the written and practical examinations?
 - Trudie said that the schools are the best judge for that; it is up to each individual school whether or not they allow their students to take the exams prior to being finished with school.
- Jan also commended the Department and NIC on the NIC overview. She said she walked out with a wealth of knowledge.
- Jan asked how the test questions are scored and will the students know what the questions are worth?
 - Some of the questions could be worth ½ pt., 1pt, 2pt’s etc. The students will not know how much each question is worth.
- Jan pointed out that she is spending after hour time helping out of state individuals get an education so they will be prepared for our exam and thinks that an on-line course would be beneficial.

Sandra Gardner

- Commented on how easy it would be to log onto an on-line training program and fake your way through a program. She is concerned about students getting clock hours for computer time.

MOTIONS

- 11-01 Sylvia motioned to approve the minutes from the August board meeting.
Marlena Second the motion
Motion passed unanimously
- 11-02 Donald motioned to adopt the future board meeting schedule
Sylvia Second the motion
Motion passed unanimously
- 11-03 Berry motioned that the Department look in to the requirements and law and rule changes that would be needed for a distant learning program
Sylvia Second the motion
Motion passed unanimously
- 11-04 Sylvia motioned to adjourn
Berry Second the motion
Motion passed unanimously

Items for next Board meeting

- Ann Martin (send Ann's WAC changes to Sylvia prior to the next meeting)
- Are Board Members considered State employees – Berry
- Power point presentation on Ethics regarding Berry's question – Susan
- Creative ways to communicate to salon shops and/or students to get them to come to board meetings – Marlena
- Status report on apprentice program – Berry
- Department updates – Susan/Trudie/Rosie

Adjournment:

Meeting was adjourned at 11:45 a.m

Future Board Meetings

February 13, 2006

May 8, 2006

August 14, 2006

November 13, 2006

Location: Red Lion Hotel Seattle Airport, SeaTac, Washington
(Previously named: West Coast SeaTac Hotel)

Prepared by:

Kendra Heath
Secretary Administrative

Date

Submitted by:

Trudie Touchette
Administrator

Date

Contact information:
Department of Licensing
Cosmetology Unit
PO Box 9026
Olympia WA 98507
Phone: (360) 664-6626
TTY: (360) 664-8885
Email: plssunit@dol.wa.gov